

Rosemarie D. Parks, M.D., M.P.H.
District Health Director

INVITATION TO BID
BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION	
Solicitation Released:	May 10, 2022
Description:	Janitorial Cleaning Services
Agency:	Candler County Health Department Evans County Health Department

SCHEDULE OF EVENTS			
Submission Deadline:	May 27, 2022; 5:00 PM, Local Time	Services to Begin:	July 1, 2022
All questions must be submitted no later than the submission deadline stated above. Answers are provided for informational purposes only and will not be considered binding unless incorporated by amendment to this bid solicitation.			

SUBMISSION DELIVERY	
Delivery Address:	Southeast Health District ATTN: Brittany Hickox 1101 Church Street Waycross, Georgia 31501
Bids may also be submitted by e-mail to brittany.hickox@dph.ga.gov	

SCOPE OF WORK
Provision of janitorial cleaning services for specified locations as stated in the attachments. Please see attachments for further details. The vendor MUST have professional liability insurance and a business license. If you wish to schedule a time to view the property, please call Brittany Hickox at 912-285-6136.



ATTACHMENT A

Request for Proposal for Janitorial Services

Southeast Health District is now accepting proposals from qualified contractors for the provision of janitorial cleaning services for the following two (2) locations:

1. Candler County Health Department
428 North Roundtree Street
Metter, GA 30439

2. Evans County Health Department
4 North Newton Street
Claxton, GA 30417

Contracts will be awarded by location. Interested contractors are welcome to submit proposals for each county location, but it is not required. When submitting proposals, be sure to clearly mark which Health Department you are bidding on. Unmarked proposals shall not be considered for award.

If you wish to schedule a time to view a property before submitting your bid, please call Brittany Hickox at 912-285-6136.

Proposals may be submitted by mail, e-mail or delivered in person. Southeast Health District must receive all proposals prior to the submission deadline. Any proposals received after the deadline shall not be considered for award.

Please submit bids to:

Southeast Health District
Attn: Brittany Hickox
1101 Church Street
Waycross, GA 31501
brittany.hickox@dph.ga.gov

Candler County Health Department

All janitorial services will be done twice weekly.

Following Duties to be done at each Visit:

- Vacuum all carpeted areas
- Sweep and mop tile floors & bathrooms
- Sweep front & back porch
- Empty and take out trash
- Dust and polish office area & furniture
- Clean and polish all stainless-steel sinks & water fountains
- Clean kitchen – including microwave
- Clean glass window in lobby
- Clean countertops in all areas
- Clean front office counters on both sides of windows
- Clean windowsills throughout
- Clean lobby area & wipe down children's toy station
- Clean & disinfect all bathrooms & check supplies – toilet tissue, paper towels, soap
- Notify staff when supplies provided by Health Department are low

Bi-Yearly:

- Clean carpets twice per year. **Contractor will provide a separate invoice for this service.*

Annually:

- Stripping and waxing the floor tiles. **Contractor will provide a separate invoice for this service.*

General/Miscellaneous:

- Furnish all labor and cleaning supplies
- Replace light bulbs throughout the building as needed
- Anything else necessary for a satisfactory appearance of the building and property as instructed by Nurse Manager

Contractor shall assume full responsibility and liability for himself/herself and his/her employees while on the premises and shall hold the Candler County Board of Health harmless for any injury or damages caused by their negligence.

The Candler County Health Department will furnish toilet tissue, paper towels (roll and multi-fold towels), hand soap, and all trash bags.

Evans County Health Department

All janitorial services will be done on Tuesday and either Friday, Saturday or Sunday. Contractor will clean the records room during regular business hours and clean the remainder of the building after hours. This will ensure that all records room remains secure when staff is not in the building.

Each cleaning:

- Vacuum all carpeted areas and rugs.
- Sweep and mop the tile floors & bathrooms (burnish when needed).
- Sweep front and back porches and empty trash from front porch.
- Empty and take out all trash.
- Dust and polish office areas and furniture, including chairs in lobby and exam rooms.
- Clean and polish all stainless-steel sinks.
- Clean all glass windows and mirrors
- Clean counter tops in all areas.
- Clean front office counters on both sides of the windows.
- Clean all window sills.
- Clean lobby area and wipe down children's toy station.
- Clean and disinfect all bathrooms and replenish supplies in bathroom (toilet tissue, paper towels and soap) and paper towel in exam rooms
- Clean kitchen stove and oven
- Please let staff know when supplies provided by the health department are low.

Bi-Yearly:

- Clean carpets two times per year. **Contractor will provide a separate invoice for this service.*


General/Miscellaneous:

- Furnish all labor and cleaning supplies
- Anything else necessary for a satisfactory appearance of the building and property as instructed by Nurse Manager.

Contractor shall assume full responsibility and liability for him/herself while on the premises and shall not hold the Evans County Health Department harmless from liability for any injuries or damages caused by his/her negligent acts.

The Evans County Health Department will furnish toilet tissue, paper towels (roll and multi-fold towels), hand soap, and all trash bags.

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REQUEST FOR QUOTATION FOR SERVICES AND/OR PRODUCTS* <small style="color: red;">THIS IS ONLY AN INQUIRY, NOT AN ORDER</small> COMPLETE ALL HIGHLIGHTED SECTIONS		
 <small>Georgia Department of Public Health Southeast Health District</small> 1101 Church Street Waycross, GA 31501 (912) 285-6002 www.sehdph.org	Quote Submission Deadline: May 27, 2022; 5:00 PM, Local Time	
DATE: _____ COMPANY NAME: _____ CONTACT NAME: _____		
Quantity/Unit	Item Description	Unit Price <i>Include Shipping</i>
Detailed Description of Services to be Performed Provide clear, complete specifications including beginning, and ending dates; frequency performed; sample; delivery details; references, warranty and bonding information; etc. Attach additional pages, if necessary.		Total Services
		\$ _____
Signature of company representative: _____		
Send completed quote to the attention of <u>Brittany Hickox</u> at <u>1101 Church Street, Waycross, GA. 31501</u>		
<small style="color: red;">*Any bid not meeting all requirements will be eliminated from considerations. *Any bids received after the deadline must be postmarked 3 days prior to submission deadline date.</small>		



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Vendor Profile & Certification

1. Business Name: _____

2. Business Owner(s) Name: _____

3. Business Address: _____

5. Business Telephone: _____ Email : _____

6. Federal Tax Identification Number (FEIN) : _____

7. References – list at least 3

Customer	Main Contact Person	Telephone Number

Please attach a copy of professional liability insurance, business license, and a completed W9

AUTHORIZED SIGNATURE: _____

TYPED OR PRINTED NAME: _____

TITLE: _____

DATE: _____